

SUPPORTING STATEMENT

As a Fellow of the Institute of Leadership and Management and with a wide experience of training and management, I am able to offer a flexible and broad consultancy basis.

I created HJC Associates in 2005, following a 15 year career in training, and to date projects have included:

- Delivery of Myers Briggs Type Indicator services to national leadership and management programme for museums, archives and libraries professionals
- Development of HR strategy and business process improvement resulting in reduction in staffing costs and improved quality measurement
- Accreditation proposals for professional body to increase flexibility and increased use of established standards.
- Development of CPD strategy and scheme for professional body, including implementation of a professional mentor scheme (with associated training for members)
- Educational market research through Europe for worldwide trade association
- Delivery of management training and small business mentoring service

Prior to setting up my own consultancy, my main area of work was within professional bodies, focusing on CPD, Professional Standards, Qualifications and Libraries and Information Services, alongside Membership Services and growth.

The Institute of Logistics and Transport is a QCA-recognised awarding body with vocational qualifications at levels 2-5 and I was accountable for this relationship. Achievements through this period include:

- Launch of numerous centres for delivery of logistics and transport training and development, including an Academy, Centre of Vocational Excellence, development of Foundation degree (and sectoral hub for Foundation degrees), launch of vocational Level 5 qualification combined with Hons degree.
- Successful re-accreditation of awarding body and qualifications (levels 2-5) with QCA and for public funding - based on development of new standards, qualifications and assessment strategy.
- Formulation and launch of 3 year strategy for professional body-business growth, including re-brand, relocation, systems development, review and re-launch of membership and Professional standards and communication strategy resulting in a 99% growth in new membership.

My most recent employed position was as Head of Operations for a leadership and management development organisation delivering national programmes to the public sector based in the East Midlands.

This provided a period of internally focused strategic management, through which I was also able to gain an ILM NVQ Level 5 in Management. I still provide consultancy services on accreditation and HR to this organisation.

During my employment at The Institute of Logistics and Transport, I worked quite intensively with the Armed Forces and developed a special relationship with the military centres delivering ILT qualifications. This involved considerable negotiation and influencing to ensure appropriate

delivery methods, including development of accreditation of prior learning and mapping projects. When I left ILT in 2003, the Armed Forces were the largest membership group, and I had in addition set up specialist routes to Chartered Membership for serving and retired personnel.

Specialist Areas

Accreditation of learning

Quality Assurance of training, including Assessment strategies, working with regulatory bodies, design and delivery

Small Business Support and Strategy

Centre support through proactive and pragmatic approach

Delivery of management training

Mentoring and delivery of mentor training

Helen Chambers

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